

## Oakhill Nursery COVID-19 Risk Assessment

### January 2021

Key: **Red – high risk**

**Yellow – Medium risk**

**Green – low risk**

**This is a working document to be assessed and reviewed regularly.**

### Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
A	Is Government advice being regularly accessed, assessed, recorded and applied?	Senior Leaders are signed up for regular updates from the government and from LCC. These are reviewed and put in place within risk assessments and policies. All parents, staff and visitors are informed of the changes and these are put in place as soon as possible.	Low	Regular updates are given and relevant documents are updated and shared with relevant bodies via letters, social media and signage/information/posters
B	Are changes regularly communicated to staff, children, parents, school principle and governors?	As new advice/guidelines are released these will be shared with the relevant bodies through staff meetings, letters, social media.  SLG meetings to be held weekly.  Health and Safety Governor is engaged when major changes are planned and is kept informed of the effectiveness of health and safety processes.	Low	Daily /weekly
C	Are changes reviewed by governors?	Yes, and discussed at weekly SLG meeting.	Low	Daily /weekly
D	Is access to nursery controlled effectively and are visitor (if allowed) details recorded?	Access to nursery/school premises is limited to staff, parents and children.  In addition to this, postal services, sanitary/waste and cleaning	Low	Until further notice and advice from the government.



		<p>products/services will also have access for deliveries.</p> <p>Visitors will need to request to be on the premises.</p> <p>Potential new parent/children visits will be allowed, however this will be restricted to the room relevant to the child and not the whole nursery.</p> <p>Potential new parent/children visits will take place but only to the room they are wanting to sign up to and not the whole nursery.</p> <p>A signing is system is in operation in the main school office for any visitors.</p> <p>Any visitors will be asked to use a face covering.</p>	<b>Low</b>	<p>All staff that have signed in at reception and have permission to be on the premises will be wearing a lanyard with their identification badge on.</p> <p>Staff to challenge anyone on the premises who should not be there and explain our current measures and rules.</p> <p>Parents involved in medical care to be required to have appropriately washed and changed clothes before arrival at the nursery.</p>
E	<p>Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?</p>	<p>This has been shared with parents, staff and visitors via letters, emails and social media before we reopen 1<sup>st</sup> September 2020.</p> <p>See below for measures in place.</p>	<b>Medium</b>	<p>Parents may not read guidance or choose to ignore measures/advice.</p> <p>Regular reminders will be sent out to parents via newsletters and added to notice boards in all rooms.</p> <p>Daily/weekly monitoring needed.</p>



F	SD on the premises and outside rooms.	<p>A one way system is in operation around the school campus.</p> <p>Directional markers are also visible and clear to inform direction of access to the baby and toddler unit.</p> <p>Markers will be placed 2 metres apart outside each room to indicate where parents need to wait before dropping off their child.</p> <p>One parent/carer only to drop child off in room. No parents/carers to enter any of the rooms.</p> <p>Children will be discouraged from bringing items from home (such as comforters) into the setting unless it is absolutely essential for their well-being.</p> <p>Parent/carer to hold hands with child at all times when walking round the premises. Carried or buggies/car seats for younger children.</p> <p>Parents are not permitted to leave travel accessories including buggies, car seats, and scooters in the setting.</p> <p>Children and staff are asked to hand sanitise before entering a room (hand washing on entry is also available for those who are sensitive to the hand sanitiser)</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>medium</p> <p>Low</p>	<p>Parents and children will be unsure at first and may not fully understand the process.</p> <p>Senior leads to monitor premises especially at busier times of the day to support direction and staff to remind parents of SD rules if needed also.</p> <p>During session, if the child does not need the comforter it will be placed in a sealed bag and kept out of sight. This will be sent home at the end of the day.</p>
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G	<p>Social distancing in rooms.</p> <p>Early years children cannot be expected to remain 2 metres apart, therefore we <b>must</b> work through the hierarchy of needs:</p> <ul style="list-style-type: none"> <li>• avoiding contact with anyone with symptoms</li> <li>• frequent hand cleaning and good respiratory hygiene practices</li> <li>• regular cleaning of settings</li> <li>• minimising contact and mixing</li> </ul>	<p>Staff are to stick to the SD rules set by the government and in settings risk assessment where possible at all times.</p> <p>Staff are not expected to SD from the children, as this is not possible in the early years. However, staff are mindful of the importance of safety at all times and will limit contact as much as possible.</p> <p>When sat at tables there will be limited amount of chairs to ensure a reasonable distance between staff and children.</p> <p>When sat on the carpet markers will be put down for children to sit on. These will be a reasonable distance apart to stop children touching each other.</p> <p>Sleep times – beds/cots will be set with a reasonable distance apart to stop children touching each other.</p> <p>Children's sessions will be organised into small groups/bubbles where possible and these 'bubbles' will not mix.</p> <p>The before and after school club in preschool will take place as before, and a cleaning rota in place for the resources used.</p> <p>From the 1<sup>st</sup> September we can return to normal size groups as before the COVID outbreak. .</p> <p>Where possible staff will remain the same children to minimise mixing.</p> <p>Due to no alternatives being available, on subsequent day's staff may be deployed to another 'bubble'.</p> <p>Where possible each 'bubble' to have access to their own outdoor space only. Pre-Prep to use area attached to room. Preschool to use</p>	<p>Medium</p> <p>medium</p> <p>medium</p> <p>Low</p> <p>Low</p> <p>Medium</p> <p>High/medium</p> <p>Medium</p>	<p>Staff choose not to follow SD rules where it is possible to do so.</p> <p>Senior management to do spot checks and room leaders to monitor this in rooms daily. Remind staff if needed.</p> <p>Stack unwanted chairs and cover or remove from room.</p> <p>Early years children will not be able to SD during play. Practitioners will encourage and plan age appropriate activities to minimise close contact play where possible.</p> <p>All rooms and resources are cleaned weekly. Staff to wear a clean uniform or clothes (black preferably) every day. Shoes should be cleaned daily. Frequent hand cleaning and respiratory hygiene should be adhered to minimise transmissions. /Low</p>
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		<p>same area as pre prep but at different times. Nursery to use top area attached to room. Babies and toddlers to use their space separately.</p> <p>Management may need to enter more than one 'bubble' in a day. This will be done with extreme caution and PPE (face covering) will be worn. Hands to be washed/sanitised when entering a room.</p>	Medium	
G	<p>Is there sufficient supplies of hygiene materials and are they well placed?</p>	<p>Each room is to ensure they have sufficient supplies of cleaning equipment and PPE at all times. There should always be a 'spare' in place.</p> <p>All cleaning materials to be kept on a high shelf or locked in a cupboard.</p> <p>Soap dispensers to be checked daily that there is enough for the day.</p> <p>Hand sanitiser to be kept by the door so children can use it on arrival and departures.</p> <p>Tissues to be kept at child height and in the same place so everyone knows where to find them. We want to encourage as much independence as possible in the older children. Tissues should be binned immediately and hands washed with soap and water.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Medium</p>	<p>This is the responsibility of <b>all the staff</b> in room. You should inform your room leader if you have just opened the last one so a 'spare' can be put in place.</p> <p>Contact caretaker for more supplies <b>before</b> you run out.</p> <p>Staff to assist where necessary. <b>Low</b></p>
H	<p>Has the cleaning regime been regularly re-assessed and, if necessary, revised to high-risk areas such as toilets, door handles, switches, hand rails and</p>	<p>Increased and frequent cleaning is in place;</p> <p>Hand sanitiser to be kept in the same place so staff have easy access to it.</p> <p>Hand wash to be kept at adult sink.</p> <p>Toilet checklist in place.</p>	<p>Low</p> <p>Low</p>	<p>Daily room risk assessments to be carried out on usual forms. Anything of concern should be brought to senior management attention.</p>



	<p>regularly used hard surfaces?</p>	<p>More frequent/daily cleaning of hard surfaces and regular touched places such as; door handles, switches, window openers, taps, room phones, iPad.</p> <p>It is advisable that each staff member has and uses their own writing utensils.</p> <p>Every weekend <b>all rooms</b> will be 'fogged' with a child safe disinfectant, which is active for up to seven days.</p> <p>All toys to be cleaned weekly. Each room has a rota in place. Where possible toys should be alternated so that staff can keep on top of cleaning..</p> <p>Any resources that cannot be cleaned; pinecones, bark, some natural materials. These should be removed from room and stored until further notice.</p> <p>Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</p> <p>All cloths and towels used for cleaning throughout the day to be washed and dried for the following day.</p> <p>Towels, flannels and bedding not to be shared by children. These are washed daily.</p> <p>At the end of the day, cleaners will mop all floors, vacuum and clean the toilets, empty bins.</p>	<p>Low</p>	<p>Increased hygiene regime to be followed by all staff.</p>
I	<p>What precautions are being used to keep shared teaching equipment (e.g. musical</p>	<p>All rooms have their own resources and are cleaned weekly unless it has been observed that the resource has been coughed on, sneezed on or put in a child's</p>	<p>Low</p> <p>Medium/low</p>	



	instruments) hygienic?	<p>mouth, in which case it will be set aside (once the child has finished with it) and cleaned at the end of the day.</p> <p>Increased frequency of cleaning; toys sterilised after use, any toys/equipment/resources that cannot be easily cleaned are removed e.g. soft toys and furnishings will not be used during this time</p> <p>Any equipment borrowed from another room should be fully cleaned before use. <b>However, borrowing resources should allowed only when absolutely necessary.</b></p>		
J	Are high-risk areas being regularly monitored for hygiene?	<p>Toilets have checklists in place that staff will sign every two hours from the start of the day.</p> <p>Toilets need to be checked and wiped with antibacterial wipes ensuring taps, toilet flush handle, toilet seats and door handles are particularly done. Wipes to be disposed of in a tied bag and in the outside bin.</p> <p>Older children are encouraged to tell an adult when they want to go to the bathroom or are going to wash their hands so one of the adults will go with them and monitor. Independence should be encouraged at all times.</p> <p>Younger children will need support to ensure that adequate hand washing is being carried out.</p> <p>Using the toilets should be limited to one or two children at a time. This should be monitored by a member of staff ensuring that toilets are flushed and clean of any</p>	<p>Medium</p> <p>Medium</p> <p>Low</p> <p>Medium/low</p>	<p>This should be carried out by all staff monitored by room leader. Low</p> <p>Support if needed. Low</p>

		bodily fluids. Hands washed using soap and water for 20 seconds.		
K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	All risk assessments will be constantly assessed and reviewed before wider reopening to ensure the safety of all staff and children.  This will be done following government guidelines and LCC advice.  Contingency plan to cover a full or partial school closure is in place and updated regularly.	Medium	Safety of the children and staff has to be our priority at all times before moving forward.
L	Are all the risks identified properly mitigated and regularly re-assessed?	As stated, this is a working document and is to be revised on a regular basis.	Medium/low	

## Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, Facebook etc.	Communication channels being used; emails, letters, telephone calls and social media have proved to be efficient in sharing information and providing ideas for home learning. .  Time scales can be an issue but this pandemic is evolving daily.	Medium	Senior management to inform the relevant bodies of any information as soon as possible.
2	Is there a robust feedback and reply system to	Emails have been sent to parents with frequent information and guidance review.	Low	



	ensure best practice and two-way communications for pupils, parents, staff and governors?	Regular emails/phone calls/workplace and zoom meetings/conversations are carried out to share or discuss matters.  Remote meetings via zoom/teams will also take place with other settings and the Early Years Consultancy team.		
3	If there is a Governor and / or Officer for the nursery / school / department, been nominated to be responsible for COVID-19 matters are their contact details known and are they on-call?	There is a nominated Health and Safety governor who is involved in all stages of planning and risk assessing and is kept informed of any developments immediately.  All SLG members are contactable at all times.  The health and safety governor will be engaged if there is a serious failure in the adherence to the policy or if changes to the policy are required.	Low	
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Regular contact is made with children who are not in the setting. Learning material or ideas are communicated with home learners.  SEN children and their carer's, in particular, are contacted regularly.  Wellbeing information is shared with staff and children via social media or emails.  We will continue to monitor advice regarding any pregnant members of staff returning to work, in these cases we will ensure specific risk assessments are in place.	Medium/low	2/3 week contact made.  Particularly vulnerable children would be weekly.
5	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	All nursery staff have completed online training on COVID-19 certificates have been added to personal files.  Wellbeing training on inset day August 2020 also attended by all staff to cover staff, children and families.	Low	
6	How is Registration on arrival managed?	When children arrive, they will be asked to use hand sanitiser before entering the room and on	Low	No parents to enter the



	<p>Health checks throughout the day.</p>	<p>departure. Hand washing is available for those who may be sensitive to the hand gel.</p> <p>No toys/teddies or comforters to be brought in from home. Unless it is an absolute necessity.</p> <p>If a child is displaying symptoms of COVID-19 (temperature of 37.8 or above, a new continuous cough or loss of taste or smell.</p> <p>The practitioner dealing with the child should take the child to an appropriate space in the room away from any other children or staff. The area should be well ventilated and if possible, staff member should stay 2 metres apart from the child. Full PPE (apron, gloves, facemask and face shield) is expected be worn by the practitioner. Another member of staff to call home for child to be collected <b>promptly</b> and to be tested for COVID19. Parents are advised to ring 111 to arrange a test. If a negative result is obtained the child may return to the setting.</p> <p>Temperature should be recorded and dated on incident sheet.</p> <p>Once the child has been collected. The staff member dealing with the incident should clean the area used for waiting in with disinfectant. Keep area well ventilated.</p> <p>Remove all PPE and place in a bag (double bag this) and dispose of in an outside bin.</p> <p>Parents have been advised to inform nursery if anyone in the family home has COVID-19 symptoms that children should self-isolate for 14 days. Person with symptoms to self-isolate for 10 days.</p> <p>Guidance on isolation can be found on the Oakhill website:  <a href="https://www.oakhillschool.co.uk/covid-19-update-page/">https://www.oakhillschool.co.uk/covid-19-update-page/</a></p>	<p><b>High</b></p> <p><b>Medium</b></p> <p><b>Medium</b></p> <p><b>Medium</b></p>	<p>rooms at any time.</p> <p>Comforters will be sprayed with Dettol spray on arrival.</p> <p><b>It is hoped that parents are truthful.</b></p> <p><b>Staff to challenge if they suspect there may be cause for concern.</b></p>
7	<p>Wearing PPE for staff and children.</p>	<p>Wearing a face covering or facemask in nursery settings is not recommended. However, if staff feel more secure wearing one during certain activities or care routines they are able to.</p> <p>Staff should not require PPE beyond what they would normally need for their work, even if they were not always able to maintain a distance of 2</p>	<p><b>Medium/Low</b></p>	<p>However, if you feel happier wearing a facemask at work then we respect that decision.</p>



		<p>metres from others such as changing nappies or applying first aid.</p> <p>However, staff are required to wear a face covering when children are dropped off and collected at handover times. Parents are asked to do the same.</p> <p>Cleaning and hygiene are effective measures in controlling the spread of the virus.</p> <p>It is recommended that PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"><li>• Children, whose care routinely already involves the use of PPE due to their intimate care needs, should continue to receive their care in the same way.</li><li>• If a child, becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</li></ul>		<p>PPE should be part of daily risk assessment.</p> <p>Do we have enough supplies should we need it?</p>
8	<p>If pupils within school test positive for COVID 19</p>	<p>If someone tests positive, they should follow the guidance which is updated on our website <a href="https://www.oakhillschool.co.uk/covid-19-update-page/">https://www.oakhillschool.co.uk/covid-19-update-page/</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>If a student who has attended school has tested positive for coronavirus (COVID-19), the local health protection team will be contacted. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they</p>	Medium	



		were infectious. The health protection team will provide definitive advice at this stage on who must be sent home and what to do next.		
9	Staff attendance	<p>Staff should only attend the nursery if they are symptom free, and have completed the staff questionnaire.</p> <p>Staff members are asked to send in an isolation note as proof to stay off work because of coronavirus rather than a GP note. These are available from <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a></p> <p><b>Return to work:</b> all staff will be asked to complete a health declaration form on their return to work and after any episodes of illness to state that they are now fit and well, have no other symptoms and have isolated for the timescales set by the Government.</p> <p>Staff are eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to return to their childcare setting and their parents to get back to work. A positive test will ensure rapid action to protect their peers and staff in their setting. We will work with staff and families, where testing is required, to arrange for this as soon as possible and ensure isolation periods are followed for all staff and children affected. See more details regarding this at <b>'COVID-19: guidance for households with possible coronavirus infection'</b> which can be found on <a href="#">Oakhill school Covid-19 update page</a></p> <p>Staff should also not attend if they or a member of their household have symptoms or are self-isolating.</p> <p>Staff are expected to wear clean uniform each day and shoes to be wiped with soapy water each day too.</p> <p>Risk assessing new staff with health questionnaires and declaration.</p> <p>UK Government guidance being followed</p> <p>Managers have identified certain vulnerable employees</p>	<p>Low</p> <p>Low</p> <p>Medium/Low</p> <p>Low</p>	<p>Senior management to oversee this and ensure it is in place.</p> <p>Level of trust.</p> <p>Staff to be vigilant on health and follow guidance if unwell.</p> <p>Testing is available to all key workers and their households.</p>



		<p>Reduced staff return to work to reduce level of contact. Required ratio to care for the expected occupancy levels on any given day.</p> <p>All staff coming to the setting should avoid all non-essential public transport travel, whenever possible and outside of setting hours, should minimise social interactions, as per the national guidelines.</p> <p>Risk assessment are shared with staff regularly.</p>		
10	Snack time and lunch	<p>Be mindful of the number of children in food area.</p> <p>Move furniture if necessary.</p> <p>3/4 people per table spaced reasonable distance apart to avoid touching. Discussions with older children need to take place of the importance of this.</p> <p>Children will be supervised at all times when eating/drinking to ensure that they do not share cups/utensils or food</p> <p>Staff and Children <b>MUST</b> wash hands before preparing food. Gloves and aprons are to be worn by staff.</p> <p>Staff and children <b>MUST</b> wash hands after eating.</p> <p>Adults to handle eaten food as little as possible, gloves and aprons to be worn.</p>	<p>Low</p> <p>Medium/low</p>	Prevent transmission of germs.
11	Learning and assessment.	<p>We will spend time observing and assessing children's development, working with parents to find out current interests and plan appropriate next steps.</p> <p>Children who are not attending and in receipt of funding will have home learning available set by the teacher. All other children will be given regular updates of home links and activities to keep them busy whilst at home.</p> <p>Children that have not had a two-year old progress check will be planned in due course. All information and reasons for any delays will be documented.</p>		<p>Information from home during the lockdown period to inform immediate plans.</p> <p>Returning to nursery booklet sent home prior to returning to nursery to inform</p>



		<p>We will use reasonable endeavours to deliver the learning and development requirements, as far as possible, in the current circumstances and ensure we follow the Early Years Foundation Stage: Coronavirus Disapplication where required. Further information can be found at: <a href="http://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p> <p>We still want to provide children with a wide range of activities and experiences, however some of these may differ to minimise the spread of germs, for example, playdough, sand and water play. This may need to be presented in an individual tray and discarded afterwards, rather than all children accessing them at the same time.</p>		<p>experiences the child has had during lockdown.</p> <p>Water can be used for activities such as watering plants, painting with outside.</p> <p>Sand can be used in shallow trays for mark making but must be disposed of at the end of every session and tray disinfected.</p>
12	<p>Outdoor learning</p> <p><b>Guidelines state that spending time outdoors can limit transmission and more easily allow for distance between children and staff, so this should be taken in to consideration.</b></p>	<p>Outdoor equipment will only be used where we are able to ensure that it is appropriately cleaned between groups of children using it.</p> <p>Resources need to be limited to enable the management of cleaning. Tarpaulin given to each room so that resources not being used can be covered and kept safe. Resources can then be rotated.</p>	<p>Medium/low</p> <p>Low</p>	



13	Are learning and games spaces configured to SD rules?	<p>Children will not be expected to social distance during play. However, furniture may be moved to create small play areas limiting numbers.</p> <p>Small groups may be used for some activities.</p> <p>Markers placed on floors/carpet to keep children a safe distance apart where possible.</p>	<p>Medium</p> <p>Medium</p>	
14	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<p>The behaviour policy remains in place and will be followed. However, it is acknowledged that children have experienced big changes during this pandemic and this could result in changes to their behaviour. This will be monitored and the policy will be reviewed in line with this, where required.</p> <p>Support materials are given to staff and parents to support such issues via social media.</p> <p><b>Information sharing with parents will be increased:</b></p> <p>We will aim to meet with each family virtually prior to coming back to the setting, to discuss any bereavements that may have happened during the lockdown period and work with them to support the child the best we can.</p> <p>Helping my child return to nursery after COVID-19 booklet will be sent home prior to coming back. Parents are asked to return this.</p> <p>Daily call may be needed if children are particularly upset on arrival.</p> <p>Tapestry used to reassure parents that their child is happy and settled in the setting.</p> <p>We operate an open door policy for staff and hold tea and talk to support where we can. SD rules apply.</p> <p>Senior staff are contactable during working hours. Support is given where possible or referral to outside agencies if required.</p> <p>We are in this together!</p>	<p>Medium/low</p>	<p>This will help gather information of what experiences the child has had at home during COVID -19. Support can be put in place.</p> <p>Extreme care, patience and understanding will be taken in these unprecedented times.</p>

## Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are Safeguarding policies updated, regularly reviewed and shared?	<p>Yes, staff training is up to date.</p> <p>Safeguarding training is not face to face but completed virtual but is still certified for the two/three years.</p> <p>Training specific to COVID- 19 also accessed by all staff before returning to work.</p>	Low	
2	Is the DSL and ADSL easily contacted and their contact information known to all.	Yes		
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc.?	Yes, COVID-19 policy is in place and runs alongside other policies.	Low	
4	How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc.) timings, SD and purpose?	<p>Staff meetings are remote or if required social distancing is respected.</p> <p>Hand sanitiser is provided for use before and after using shared equipment such as the photocopier.</p> <p>All staff breaks will be staggered to minimise the number staff in the staff room at one time and ensure social distancing. Staff are encouraged to stay on the premises at</p>	<p>Low</p> <p>Medium/low</p>	<p>Management may need to cover staff breaks and enter a 'bubble' this will be done with extreme caution, wearing PPE to limit transmission of the virus.</p>

		break times, where possible. Masks to be worn in the staff room areas where there are other staff. Numbers in the staff room to be kept to no more than six at any one time. <b>Staff are not allowed to enter another room unless it is an absolute emergency.</b>		
5	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Yes	Low	

### Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is the school aware of all pre-existing medical conditions?	Yes, these are documented in the nursery office on child health care plans.  These have been discussed with parents and if conditions may be affected by COVID -19 have been advised to keep child away from nursery and consult with GP or specialist.	Medium  Low	
2	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	Questionnaires have been sent to staff gathering information of positive COVID -19 test. This has been recorded.  Health declaration to be sign by all staff before returning to work and after any period of self-isolation.	Low  Low	The nursery will follow the critical incident policy for national outbreaks of infection/health pandemics.  In addition, it will continue to follow all government guidelines regarding Covid-19 and keep staff and parents up to date with any



				changes. This includes following any procedures if the virus spread across the setting and/or the infection rates were to increase again. Further information can be found at <a href="http://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a>
3	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	Questionnaires have been sent to staff gathering information of positive COVID -19 test. This has been recorded.	Low	
4	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	A record of this is kept in the main school office.	Low	
5	Is temperature testing safe, recorded and kept appropriately.	Both children and staff temperature taken is recorded on incident sheets and kept for future reference in accordance with data protection guidelines.	Low	
6	If emergency services are called, is there a well-understood procedure?	Yes procedures in place.	Low	
7	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Spot checks will be carried out daily by senior management.  Room leaders to monitor at all times.  Room checklists are in place and to be completed daily.	Low	
8	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked.	Yes, all visitors are registered on the site when they arrive. DBS checks in place where possible for regular visitors. Lanyards to be worn so staff can identify them as being a safe person to be on the premises.	Low	

9	What is the policy on washing school clothes to prevent infection?	<p>All parents have been asked to send their child in every day with clean clothes that have been freshly washed.</p> <p>Shoes also to be cleaned through wiping down with soapy water.</p> <p>Parents have been advised that uniform is not necessary but should be worn if possible.</p> <p>Staff may not have sufficient numbers of uniforms for every day therefore we expect staff to also attend work in newly washed clean clothes every day to prevent spread of infection. Shoes to be cleaned daily through wiping down with soapy water.</p>	Low	
10	Pregnant members of staff	<p>We will continue to monitor advice regarding any pregnant members of staff, in these cases we will ensure specific risk assessments <b>in line with Management of Health and Safety at Work (MHSW) Regulations 1999</b> are in place.</p>	Medium	<p>Follow guidance and advice</p> <p>Low</p>
11	Lateral flow Testing	Lateral flow testing is available for all staff twice a week should they wish to take a test.		See Appendix A

### Government guidance:

Please follow the link below to find all the updated guidance.

<https://www.oakhillschool.co.uk/covid-19-update-page/>

All risk assessments are working documents that need to be reviewed daily and changes made if necessary.

Completed By: Angela Ragen and Gemma Curley

Signed: Original signed in setting

Dated: 28/01/21



# Oakhill

School and Nursery

Independent Catholic Day School and Nursery  
Oakhill, Wiswell Lane, Whalley, Lancashire, BB7 9AF  
01254 823546 enquiries@oakhillschool.co.uk  
www.oakhillschool.co.uk  
Principal: Jane Buttery BA (Hons) NPQH

Governor: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

1<sup>st</sup> Review Date: \_\_\_April 2021\_\_\_

Signed: \_\_\_\_\_

2<sup>nd</sup> Review Date: \_\_\_\_\_

Signed: \_\_\_\_\_

## Appendix A

### Lateral Flow Device Test Risk Assessment

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	5/1/21	Lead Assessor – Jane Buttery
<b>Activity / Task</b>		
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Oakhill school and nursery	
<b>Activities Involved</b>	Testing school and nursery staff and students	
<b>Who Might be affected</b>	Staff and students	

Hazard Identification and evaluation							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?  Action No
				Probability	Severity	Risk	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li><b>Asymptomatic:</b> All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or</li> </ul>	1	4	4	No



			<p>new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"><li>• Face coverings/masks to be worn by subjects whilst moving around the premises</li><li>• Compliance with wearing of face covering/mask of all subjects to be visually checked by staff.</li><li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li><li>• <b>Social distancing:</b> Two metre social distancing to</li></ul>			
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			<p>be maintained between subjects with verbal reminders if necessary from reception staff.</p> <ul style="list-style-type: none"> <li>• A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by staff.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter- no physical handing of documents to subjects except barcodes</li> </ul>				
2	Contact between subject and sampler increasing the transmission of COVID19: <b>Sample taking</b>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Testers to wear full PPE at all times and follow rules on sanitising and hand washing. Disposable gloves worn</li> </ul>	1	4	4	No



			at all times and changed between tests. Waste disposed of in assigned bins and emptied by				
3	Contact between samples and sample testers increasing the transmission of COVID19: <b><u>Sample processing &amp; analysis.</u></b>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Sampler to wear full PPE at all times and follow rules on sanitising and hand washing. Disposable gloves worn at all times and changed between tests. Waste disposed of in assigned hazardous waste skip.</li> </ul>	1	4	4	No
6	Contact between samples and sample testers increasing the transmission of COVID19: <b><u>Sample disposal and waste disposal</u></b>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• All test operatives to wear full PPE at all times and follow rules on sanitising and hand washing. Disposable gloves worn at all times and changed between tests. Waste disposed of in assigned hazardous waste skip.</li> </ul>	1	4	4	No
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>• 2 identical barcodes are provided to subject at check in</li> <li>• The subject is registered to a unique ID barcode</li> </ul>	1	2	2	No



			<p>before conducting the test</p> <ul style="list-style-type: none"> <li>• Barcodes are attached by trained staff at the sample collection bay</li> <li>• Barcodes are checked for congruence at the analysis station and applied to Lateral Flow Device at this station</li> </ul>				
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record and no result communicated to individual	<ul style="list-style-type: none"> <li>• Subjects are called for a retest</li> </ul>	1	2	2	No
9	Contamination from extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic	<ul style="list-style-type: none"> <li>• <b>PPE</b> including nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution to protect the body from splashes or spillages.</li> <li>• <b>Environmental:</b> do not let product enter drains</li> <li>• <b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose</li> </ul>	1	2	2	No



		<p>toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p>	<p>of cleaning material in line with the lab's waste disposal procedures</p> <ul style="list-style-type: none"> <li>Do not use if the solution has expired</li> <li>Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>				
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Recommended additional control measures	Responsibility	Target Date	Date completed
Content of the risk assessment to be communicated with all workers	Covid Coordinator	6/1/21	6/1/21



## Risk Evaluation

### Severity

- Negligible
- Minor
- Moderate
- Major
- Critical

### Risk control strategies

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

**Intolerable** – stop activity, take immediate action to reduce the risk

**Substantial** - Take action within an agreed period

**Tolerable** – monitor the situation

**Trivial** – No action required

### Likelihood

**Rare**, will probably never happen/recur

**Unlikely**, do not expect it to happen, but is possible

**Possible**, Might happen

**Likely**, will probably happen

**Almost Certain**, will undoubtedly happen

## Original document - signed copy in school

**Declaration** - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.

Signature of Lead Assessor

Date 6/1/21

**Reviews** – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed by

**Declaration by employees involved in the activity detailed above** – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.



# Oakhill

School and Nursery

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01254 823546 enquiries@oakhillschool.co.uk  
www.oakhillschool.co.uk  
Principal: Jane Buttery BA (Hons) NPQH

Employee Name	Signature	Date
Jane Buttery		
David Peel		
Catherine Sutterby		
Sarah Smith		
Elaine Chew		
Nikki Hunt		
Clare Wood		
Suzanne Spencer		